

HERMOSA IS HIRING!



The City of Hermosa Beach invites applications for

COMMUNITY DEVELOPMENT DIRECTOR



CITY OF
HERMOSA BEACH



THE POSITION

Under administrative direction of the City Manager, the Community Development Director's role is to

- Plan, direct, manage, organize, oversee, and evaluate the activities and operations of the Community Development Department including planning, building and safety, and code enforcement programs, services, and activities;
- Coordinate assigned activities with other departments and outside agencies;
- Instill ethical decision making, public responsiveness, and innovation in the delivery of services;
- Act as liaison to the City's Planning Commission
- Provide highly responsible and complex administrative support to the City Manager and the City Council.

Examples of Duties

- Overseeing the implementation of PLAN Hermosa (our General Plan), Hermosa SHINES, the City's communitywide reopening, recovery and resilience plan; and other locally adopted development plans;
- Finalizing and implementing the City's Housing Element;
- Develop, coordinate and coordinate changes to PLAN Hermosa, our zoning ordinance, local coastal plan, building and safety standards, and code enforcement ordinances;
- Establishing strong working relationships with the public;
- Meet with individuals and groups, including developers and potential developers, to provide information, enlist support, resolve issues, plan and coordinate department activities, and facilitate projects to ensure they are in the best interest of the City;
- Plan, direct and coordinates, through subordinate staff, the department's workplan;
- Reviews and evaluates work methods and procedures to ensure both efficiency and customer service
- Prepares performance reviews
- Maintaining awareness of new trends and developments in the field of community development, including planning, building, safety, and code enforcement.
- Responding to and resolving difficult and sensitive citizen inquiries and complaints.





THE IDEAL CANDIDATE

The City of Hermosa Beach is an exciting and vibrant place to work and is a place where one can make an immediate positive impact on the quality of life for the community.

As the Community Development Director for the City of Hermosa Beach, you will be a critical part of our high-performing and high-functioning team that works together toward the achievement of common goals—short term and long term.

The Community Development Director will work closely with the City Manager's Office and Public Works Department on issues pertaining to the City's built environment.

You will be required to exhibit a commitment to performance excellence, exercise mutual respect, and hold yourself and your department staff accountable at both the individual and team levels.

The ideal candidate is certified by the American Institute of City Planners (AICP) or a related organization.

This classification is at-will and serves at the pleasure of the City Manager.





ABOUT HERMOSA BEACH

#BestLittleBeachCity

Hermosa Beach is the small town others aspire to be. A beautiful beach, eclectic neighborhoods, unique commercial districts, and welcoming gateways create an unrivaled coastal destination. The City has effectively balanced the small town, beach culture with its enviable position as a regional and statewide coastal destination. The City is committed to protecting coastal resources and takes a practical, fiscally-responsible approach to reducing its environmental footprint.

Home to nearly 20,000 residents, Hermosa Beach is the heart of the "South Bay" region and plays host to a number of high-profile community events such as summer concerts, street fairs, and sporting events for beach volleyball, tennis and more.

Due to the number of events and attraction of a large visitor population, the City operates in many ways like a larger

1907
City Founded

134
Full-Time Staff
Members

1.43
Land Area

city.

Situated on the Pacific Ocean, Hermosa Beach has many amenities—hotels, motels, a youth hostel, plentiful parks, is home to the famous Hermosa Beach Pier, and is within a short commute of many of the largest and best-known names in corporate America in the aerospace, tech, industrial, service, and financial fields.

The Hermosa Beach City School District, consistently recognized as a California Distinguished School, offers a high-quality education to students in kindergarten through eighth grade, while high schoolers attend Mira Costa or Redondo Union High Schools in neighboring cities.

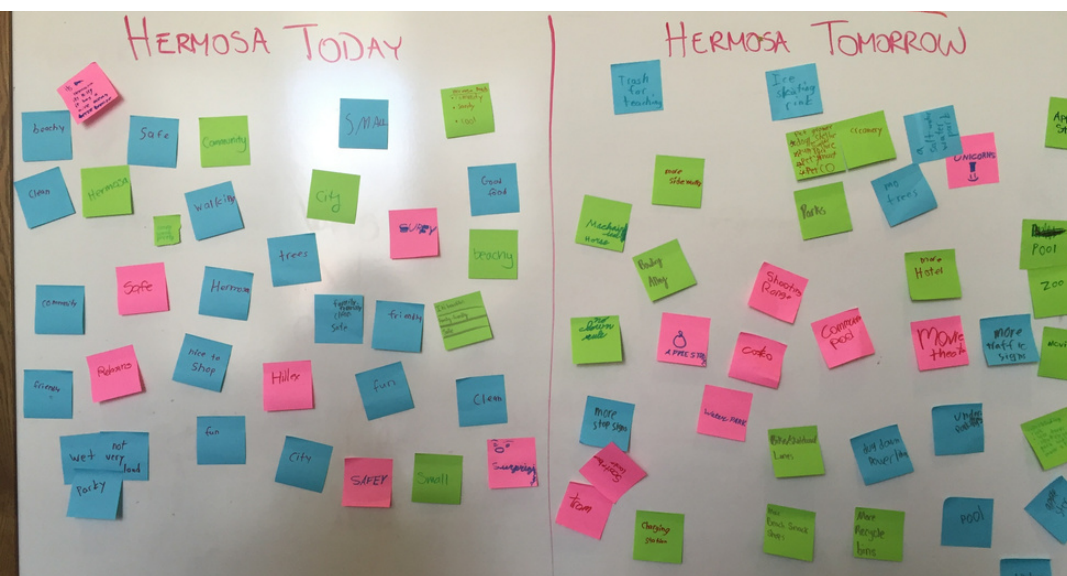
The Government

The City of Hermosa Beach was incorporated on January 14, 1907 as a general law city and operates under the Council-Manager form of government. Policy-making and legislative authority are vested in the five-member City Council who are elected at large on a non-partisan basis. Councilmembers serve four-year, staggered terms, with an election every two years and each Councilmember serving a rotation as Mayor. The City Council is responsible for appointing a City Manager to direct the day-to-day operations of the City,

which include Community Development, Community Resources, Finance, Human Resources, Police, and Public Works.

We offers a full range of municipal services including police, fire protection (provided by Los Angeles County since December 30, 2017), community development (planning and zoning), cultural, recreation and parks, maintenance and construction of public improvements, parking and animal control, and general administration.

We have an annual budget of \$64 million and approximately 134 fulltime staff members.





COMPENSATION & BENEFITS

The annual salary for this position is within an established range of \$153,708 to \$177,936 dependent upon the qualifications and experience of the selected candidate.

Your employment is covered by the Memorandum of Understanding between the City of Hermosa Beach and the Management Employee Group.

Management Performance Bonus Program

Up to 10% of base annual salary

City-Paid Deferred Compensation

Up to \$8,000 per year

4/10 Work Schedule

Mon. - Thurs, 7 a.m. & 6 p.m., and weekends & evenings for city meetings and events as needed.

Health Insurance

The City offers a flexible insurance benefit plan with a contribution of up to \$1,786.50 per month toward medical insurance, \$226.30 per month toward dental insurance, and \$28.80 per month towards dental insurance.

Management Leave

100 hours per calendar year.

Vacation

114 hours of vacation leave per year during the first four years of employment. Subsequent accruals increase with longevity until reaching 178 hours accrued per year commencing with the 10th year of service.

Holidays

Nine (9) holidays throughout the year.

Sick Leave

10 hours of sick leave/month.

Retirement

California Public Employees' Retirement System (CalPERS) retirement formula is based on appointment date and membership status with CalPERS. The City does not participate in Social Security but does participate in Medicare, which requires a 1.45% contribution by both the staff member and the City.

Retiree Medical

The City offers retiring staff members \$400 per month toward the cost of retiree insurance. A retiring staff member must have worked at minimum twenty years for the City and be 60 years of age to be eligible for this benefit.

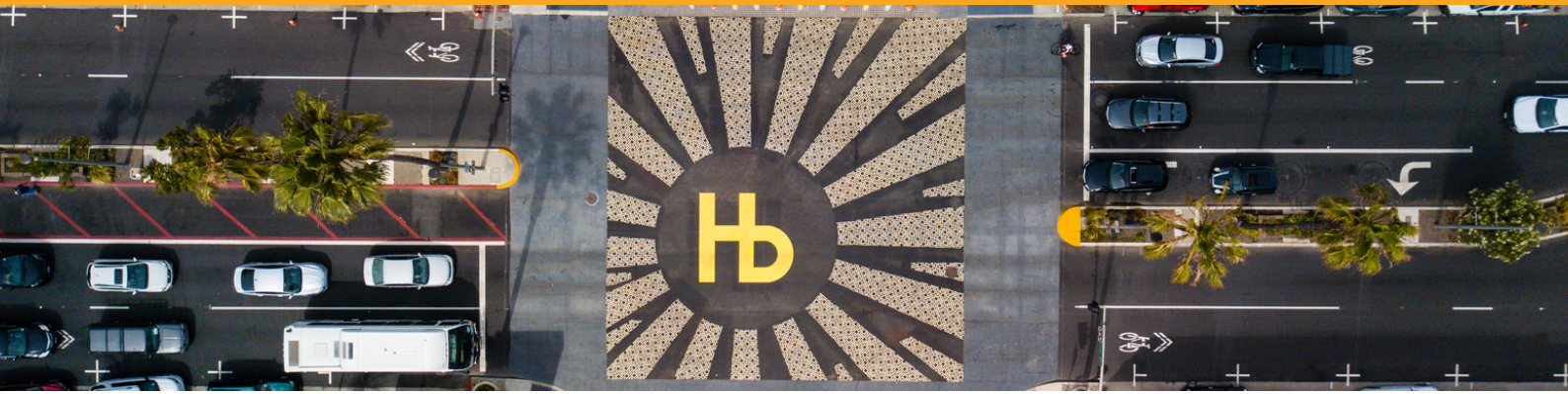
Disability Insurance

City-paid Short-Term & Long-Term

Term Life Insurance

City-paid term life insurance is available.

For more information, visit hermosabeach.gov/hr or contact Vanessa Godinez, Human Resources Manager, at hr@hermosabeach.gov.



MINIMUM QUALIFICATIONS

- Education & Experience: Any combination of education and experience that provides the knowledge, skills and abilities necessary, such as
 - Graduation from an accredited four-year college or university with a degree in urban planning, public administration, architecture, engineering, or related field and six years of progressively responsible experience in at least one area of community development, four years of which were in a responsible supervisory position.
 - A Master's Degree in Urban Planning, Public Administration or a related field is desirable.
- Certification by the American Institute of City Planners (AICP) or related organization (desirable)
- Valid Class C Driver's License
- Vaccinated for COVID-19

APPLICATION & SELECTION PROCESS

This recruitment will be conducted on a confidential basis throughout the various stages of the process. We will not contact references until mutual interest has been established. After we receive applications, we will invite only the most qualified candidates to interview. The position is "open" until a final selection has been made.

Please direct your confidential inquiries and questions regarding this career opportunity to Vanessa Godinez at vgodinez@hermosabeach.gov.

Apply at: hermosabeach.gov/cdd-job

